

UT Dallas
Graduate Teaching Certificate

Sponsored by

**Office of Graduate Studies
&
Center for Teaching and Learning**

Fall 2016



Completing Your Graduate Teaching Certificate

Completing this Graduate Teaching Certificate will prepare you to be an effective, inspiring instructor. The first step toward completing this certificate is to fill and out and submit the initial application for a graduate teaching certificate; this can be downloaded at <http://www.utdallas.edu/dept/graddean/>. Completing your Graduate Teaching Certificate will require four important components: (1) online courses offered by Epigeum, (2) teaching development events, (3) a faculty member observing your teaching, and (4) actual teaching experience.

1. **Epigeum Courses**: Complete the following four courses developed by Epigeum and licensed to UTD: (1) Avoiding Plagiarism, (2) Lecturing 1, (3) Making the Most of Discussion, and (4) Marking and Giving Feedback.

These are relatively short, online courses that provide many of the basic skills and approaches associated with being a college instructor.

Once you submit the initial application for the Graduate Teaching Certificate, you will shortly thereafter be enrolled in each of the online courses noted above. These courses are part of UTD eLearning and the Blackboard course management system. Login to eLearning and click on “Graduate Teaching Certificate,” which will appear on your main page under “My Organizations.” This is where you will find a folder of Epigeum Online Courses.

You may proceed through each of the courses at your own pace. Generally, courses take 1-2 hours each to complete.

You must pass each of the courses in order to fulfill Requirement #1. Passing requires that you receive an 80% or better grade overall for the tests embedded in the course. If you fail to meet this standard, you may retake courses as many times as needed.

Staff at the Center for Teaching and Learning monitor each of these courses and will record when you have successfully completed each course.

2. **Teaching Development Events or Workshops**: Attend a minimum of three teaching development workshops or events. The teaching assistant is required to complete a one page reflective essay on the experience for each of the workshops or events.

Workshops, discussion groups, and guest speakers related to teaching are held periodically on campus. A list of acceptable events will be posted at the Office of Graduate Studies web site and in the eLearning Faculty Forum (log in to eLearning and see “Faculty Forum & Resources” under “My Organizations.”). An event that is not listed there might be still be acceptable; in those cases, send an email requesting approval to CTL@utdallas.edu.

After you have attended a designated event, write a one page essay (roughly 250-300 words) discussing your experience. The essay should not summarize the event, but rather provide some analysis or reflection about the event. For example, an essay might discuss what you learned, how you plan to incorporate what you learned into your own teaching, how the recommendations at the event match with what you do well or don't do currently in your teaching, and the like.

When you have completed each essay, click on the "Teaching Development Events or Workshops" folder in eLearning and submit your assignment.

3. **Observation by a Faculty Member:** Arrange to have a faculty mentor or designated UTD personnel observe at least one session of your teaching and receive feedback from that individual. You will then complete a one page reflective essay on the experience.

Arrange for a class session to be observed by a faculty member or other supervisor.

Discuss the observation with the observer. In this discussion, you will share your thoughts about the observed class session and you will get the perspectives of the observer about the strengths of your teaching, as well as suggested areas for improvement.

Write a one page essay (about 250-300 words) reflecting on the teaching and learning in your course with specific reference to the observation and subsequent consultation. Consider the questions below to help you analyze your teaching.

From the observation/consultation, what did you learn about your teaching? You might consider delivery: your pace, voice, gestures, movement; use of board/visuals, organization of content, including use of transitions, summaries, examples, clarity of ideas and explanations, your classroom interactions; student participation; use of questioning, specific strategies that facilitated learning and were effective in meeting your goals.

Based on the consultation, what is going well in your teaching? What do you plan to do to enhance your teaching? What specific new strategies are you considering?

When you have completed the essay, submit it in the "Faculty Observation of Teaching" folder in eLearning. Please be sure to indicate the name and number of the class, the date of the observation, and the name and contact information of the observer.

4. **Teaching Experience:** Complete a full semester of teaching at UTD. Teaching is broadly defined as having regularly scheduled instructional duties with students in a classroom, studio, laboratory, or online, in which the teaching assistant is responsible for learning activities over an extended period of time. The teaching assistant can serve as a grader, lab supervisor, tutor, discussion leader, independent instructor, or another pedagogical role appropriate to the class or school.

Please use the certification document listed below or download a copy from the web site of the Office of Graduate Studies. Have your supervisor or an administrator in your program sign it, and upload it to the "Actual Teaching Experience" folder in eLearning.

Certification Document:

Teaching Assistant Name _____

Course name, number _____

Semester _____

Course supervisor _____

Teaching duties _____

I certify that the student listed above served as a teaching assistant for the course listed above and carried out the associated duties.

Signature

Date

Printed Name of Person Signing